



## Highline Water District Board Workshop Meeting Minutes June 28, 2016

ATTENDEES		
<b>COMMISSIONERS</b> Todd Fultz Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire	<b>HWD STAFF</b> Matt Everett, General Manager Jeremy DelMar, Engr./Operations Mgr. Debra Prior, Administrative Manager Mary Fossos, Project Coordinator, CIPs	<b>HWD ATTORNEY(S)</b> John Milne, Inslee Best  <b>VISITORS</b>
Strikeouts indicate absence		

### 1. CALL TO ORDER

President Koester called the meeting to order at 9:00 a.m.

### 2. APPROVE AGENDA

Motion duly made and seconded to approve the Agenda as presented. The motion carried unanimously.

### 3. CONSENT AGENDA

Motion duly made and seconded to approve the Consent Agenda as presented. The motion carried unanimously.

Consent Agenda Items are considered to be routine and non-controversial and are generally approved as a group with one motion. Any Commissioner may remove any item from the Consent Agenda for separate discussion and action. Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.080 have been recorded on a listing, which was made available to the Board of Commissioners.

**Minutes:** June 15, 2016 Regular Meeting

#### WARRANTS

Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	06/30/16	20138 - 20190	\$ 448,974.69
Construction	09-075-3030	06/30/16	901884 - 901888	\$ 16,045.64

#### ELECTRONIC TRANSFER FUNDS

Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	06/17/16	06/29/16	\$ 26,062.93
Direct Deposit – Payroll	09-075-0010	06/17/16	06/24/16	\$ 64,131.83
Dept of Retirement	09-075-0010	06/17/16	07/15/16	\$ 16,286.53
Dept of Retirement - Deferred Compensation	09-075-0010	06/17/16	06/24/16	\$ 4,073.00
Health Equity (KC-BEN96)	09-075-0010	06/17/16	06/24/16	\$ 256.96
Health Equity (KC-BEN105)	09-075-0010	06/17/16	06/24/16	\$ 101.18
HRA VEBA (KC-BEN60)	09-075-0010	06/17/16	06/24/16	\$ 6,717.88
Dept of Revenue - B&O Tax	09-075-0010	05/31/16	06/28/16	\$ 75,404.31

#### CONSENT AGENDA RESOLUTIONS

Item #	Resolution #	Description
None		

### 4. PUBLIC INPUT

No members of the public attended the meeting.



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**5. RESOLUTIONS/MOTIONS**

Resolution 16-6-28A authorizing developer extension agreement (Des Moines Creek Business Park, Phase II – FAA Facility). Motion duly made and seconded. After discussion, the motion carried unanimously.

Motion 16-6-28(1). Reference Item 7 – Enduris Washington – Board of Directors Election.

**6. CITY OF DES MOINES FRANCHISE AGREEMENT UPDATE**

The Des Moines City Council approved the franchise agreement with Highline Water District at their 6/23/16 Regular Council meeting. The District has thirty days to approve the franchise agreement. Discussion ensued. Staff will bring a resolution for approval of the franchise agreement at the 7/6/16 Board meeting.

**7. ENDURIS WASHINGTON – BOARD OF DIRECTORS ELECTION**

Motion 16-6-28(1) duly made and seconded authorizing the General Manager on behalf of the District to vote for the three incumbents that are running unopposed for Position(s) 1, 3 and 4. After discussion, the motion carried unanimously.

**8. FIRE COST ALLOCATION DISCUSSION**

The General Manager and District Engineer recommended the AWWA Approach for fire cost allocation because it has the least impact to current retail water rates. Discussion ensued. Staff will present a resolution at the 7/6/16 Board meeting to authorize the AWWA Approach for fire cost allocation.

**9. OTHER**

**Jeremy DelMar**

6/22/16 Main Break at 23616 16th Ave S – Last Wednesday, a main break occurred on 16th Ave S just north of S 240th St. District crews made the repairs on the 10" AC main. Due to pressure loss a boil water advisory was issued to affected residents. The water quality samples were satisfactory and the boil water advisory was lifted on Friday (6/24/16).

Jeremy informed the Board there have been several breaks on this 10" AC main since 2000 and recommended to the Board to start the design process to replace the existing main.

**Matt Everett**

SPU Director Retirement – Ray Hoffman is stepping down as the public utilities director on 7/29/16.



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There being no further business of the District, President Koester concluded the meeting at 9:46 a.m.

**BOARD OF COMMISSIONERS**

  
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**Vince Koester**, President

  
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**Todd Fultz**, Secretary

  
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**Daniel Johnson**, Commissioner

  
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**George Landon**, Commissioner

  
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**Kathleen Quong-Vermeire**, Commissioner